



# TOWN OF MILLIS

Peter C. Jurmain, *Chair*  
Erin T. Underhill, *Vice Chair*  
Craig W. Schultze, *Clerk*

## OFFICE OF THE SELECT BOARD

Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7041

Michael J. Guzinski  
Town Administrator  
[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)

Karen Bouret DeMarzo  
Operations Support Manager  
[kbouret@millisma.gov](mailto:kbouret@millisma.gov)

### SELECT BOARD MEETING AGENDA MONDAY, APRIL 11, 2022; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair
II.	Announcements		
III.	Open Session Scheduled Appointments & Hearings		
22-806	Approval of 'The Murph Challenge' Fundraiser	7:05 PM	Det. Gonzalez
22-807	Approval of Self-Contained Compactor Contract	7:10 PM	J. McKay
22-808	Enterprise Funds Study Presentation	7:15 PM	C. Valente
IV.	Open Session Agenda Items		
22-809	Open Town Meeting Warrant		Sel. Jurmain
22-810	Discuss Warrant Articles		M. Guzinski
22-811	Close Town Meeting Warrant		Sel. Jurmain
22-812	Approve & Sign 5/2/22 Annual Town Meeting Warrant		Sel. Jurmain
22-813	Approve & Sign 5/9/22 Annual Town Election Warrant		Sel. Jurmain
22-814	Board/Committee Liaison Updates		Sel. Jurmain
22-815	Approval of Water/Sewer Commitment		M. Guzinski
V.	<b>Executive Session</b> To conduct strategy sessions in preparation for negotiations with union personnel. (SEIU Local 888)  To discuss strategy with respect to litigation. (Site Investigation)		
VI.	Adjournment		

## Announcements

22-806

Murph Challenge Fundraiser

## Karen Bouret DeMarzo

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**From:** Jason Gonzalez  
**Sent:** Tuesday, April 5, 2022 2:08 PM  
**To:** Karen Bouret DeMarzo  
**Subject:** Murph Challenge '22

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Good Afternoon Karen,

Per our discussion, the Millis Police Association would like to host an event, Murph Challenge '22, on May 22nd, 2022 at 10AM. The "Murph Challenge" is a workout dedicated to fallen Navy SEAL operator Lieutenant Michael Murphy who was awarded the Navy's highest decoration, the Medal of Honor, for his efforts and actions during the War in Afghanistan. Please see the link below for more information regarding Lt. Murphy and the workout itself. I have spoken with Mrs. Forgarty from the recreations department and have tentatively reserved the town hall fields on that date, 5/22. I am requesting access to the Veterans Memorial Building for restrooms. Additional information is available upon request and I am more than willing to present the event at a future town meeting. Please advise if you have any further questions.

<https://themurphchallenge.com/pages/about-the-event>

### About the Event - The Murph Challenge 2022

ALL for a good cause. The Murph Challenge is the Official annual fundraiser of the LT. Michael P. Murphy Memorial Scholarship Foundation, presented by Forged®.

themurphchallenge.com

Thank you,

**Detective Arcadio J. Gonzalez**  
Millis Police Department  
1003 Main St, Millis, MA 02054  
508-376-5112 ext. 284



22-807

Compactor Contract



## ***TOWN of MILLIS***

### **DEPARTMENT OF PUBLIC WORKS**

**900 MAIN STREET, MILLIS, MA 02054**

**TO:** Michael Guzinski, Town Administrator

**FROM :** James F. McKay, Director of Public Works

**DATE :** April 6, 2022

**SUBJECT :** Self-Contained Compactor

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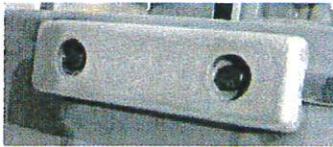
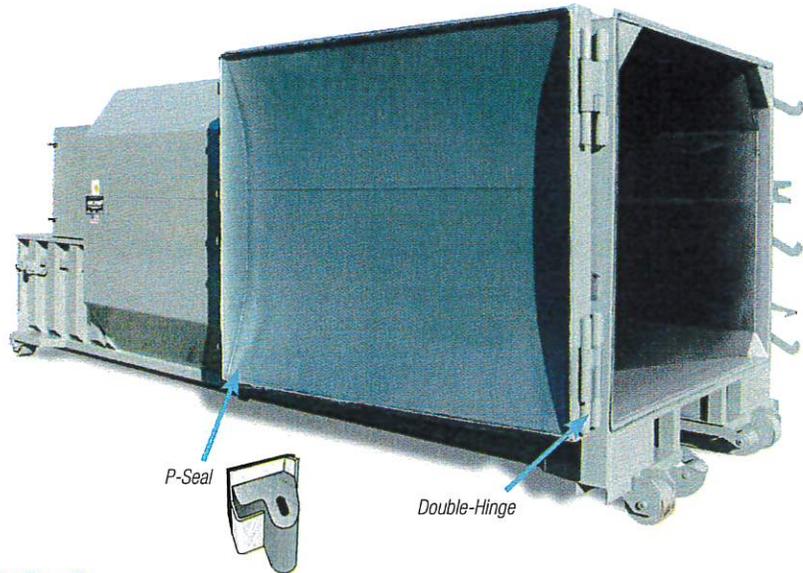
It is my recommendation that a contract be given to Maguire Equipment Inc., of Hyde Park, MA. The purchase price for the self-contained compactor is \$29,944.00. All funds for this purchase came from grants given through annual submissions to the MassDEP Recycling Dividend Program.

The purchase has been approved by the MassDEP and Maguire Equipment is the low bidder and they meet all Town requirements.

## RJ-250SC Series Compactors

### RJ-250SC Features

- ✔ Great for high liquid waste
- ✔ Large 41" x 58" (1041mm x 1473mm) Feed Opening
- ✔ Full Door Seal with P-Seal
- ✔ Bubble Gate with Auto Relatch and Double-Hinge Door
- ✔ Qwik Clean® Tank
- ✔ Cycon Life-Xtender® Cyclic Control System
- ✔ Signature Series Warranty



### Ram Guide System

The packing ram is supported by specially formulated cast iron shoes which ride on replaceable wear strips. This exclusive design protects the charge box floor from the full force of the packing ram, extending its life and dramatically reducing compaction-robbing friction.

### P-Seal

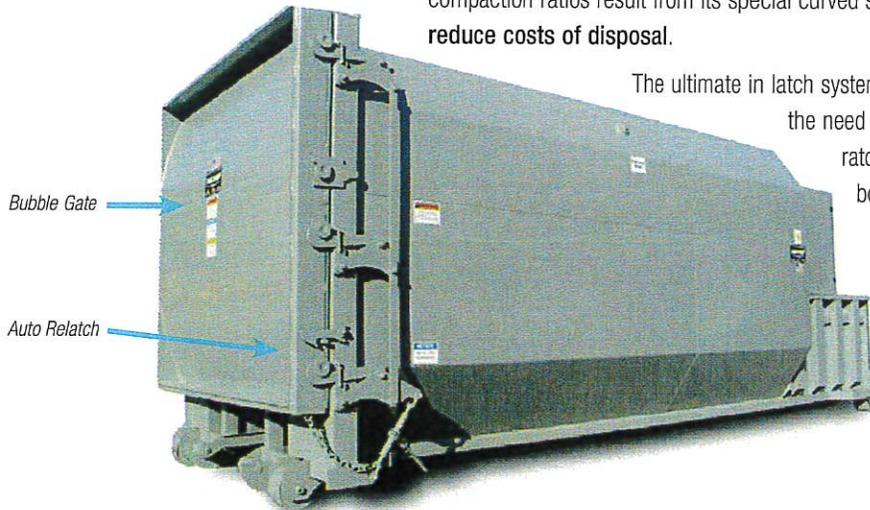
The P-shaped **Door Seal** is specially designed for portable compaction containers to provide a superior watertight closure. The mounting is engineered for quick and easy installation when replacement is necessary, requiring no field fitting, cutting, or welding.

### Double-Hinge with Bronze Bushing

Every RJ-250SC is tested for watertightness before leaving the factory. Liquid retention is ensured by the incredible **Double-Hinge**. It creates uniform seal compression while eliminating the seal "scrubbing" and damage so often encountered with competitive designs. The **Double-Hinge** also saves expensive driver and truck time because only one easy-to-operate ratchet makes it work.

### Bubble Gate and Auto Relatch

The innovative "**Bubble Gate**" adds a full cubic yard to container capacity. Superior compaction ratios result from its special curved shape. These two unique benefits **reduce costs of disposal**.



The ultimate in latch systems, Marathon's "**Auto Relatch**" eliminates the need to hold the door while operating the latch ratchet. This design enables the operator to use both hands on the ratchet.

*Images shown with optional equipment*

22-808

Enterprise Funds Presentation

# TOWN OF MILLIS DPW ANALYSIS of ENTERPRISE FUNDS

Presentation to Select Board  
April 11, 2022

Carl F. Valente, Senior Associate



COMMUNITY PARADIGM ASSOCIATES, LLC

# Overview

- A second year of Direct and Indirect Costs of the 3 Enterprise Funds has been completed.
- The analysis for the FY22 period has improved substantially as a result of more rigorous data collection by Finance Department and DPW.
- Further enhancements in data collection are planned for FY23.
- Having a minimum of 3 years of data continues to be the recommendation of Community Paradigm

# Summary Results

## How do Budgeted Indirect Costs of the Enterprise Funds Compare to Actual Indirect Costs?

### Findings:

- In FY20 (previous) analysis, Budgeted Indirect Costs exceeded Actual Indirect Costs by 25%
- In FY22 (current) analysis, Budgeted Indirect Costs exceed Actual Indirect Costs by 12%

### Recommendation:

- Implement a plan to bring Budgeted and Actual Indirect Costs in line with one another over a reasonable period of time, based on Town's financial position.

# Summary Analysis

Two Years of Data

Water, Sewer, Stormwater

Indirect Cost Analysis

## Town of Millis

<b>WATER ENTERPRISE FUND - Direct and Indirect Costs</b>				
Summary: Cost Analysis: FY2021-FY2022-FY2023				
		FY2021	FY2022	FY2023
<b>1</b>	<b>Direct Costs (as voted by Town Meeting)</b>	<b>Water Enterprise Fund</b>		
<b>2</b>	Compensation (salaries and wages-Table A5)	<b>Budget-Art. 5</b>	<b>Budget-Art. 5</b>	
<b>3</b>	FY22 Salary Budget-excluding overtime & licenses	\$ 318,370	\$ 309,171	
<b>4</b>	Compensation-Based on Y-T-D Expended Analysis	\$ 218,986	\$ 318,327	
<b>5</b>	<b>Difference</b>	<b>\$ 99,384</b>	<b>\$ (9,156)</b>	<b>\$ -</b>
<b>6</b>	Overtime (budgeted)	\$ 50,000	\$ 50,000	
<b>7</b>	Licenses/Stipends (budget)	\$ 17,810	\$ 51,344	
<b>8</b>	DPW Administration Salaries-Table 2A	\$ 61,445	\$ 79,771	
<b>9</b>				
<b>10</b>	<b>Voted Expenses-Budgeted (less: transfer for indirect costs, prior year carried forward, debt serv. &amp; CR Assessment)</b>	\$ 704,741	\$ 827,042	
<b>11</b>	Debt Service	\$ 598,022	\$ 644,210	
<b>12</b>	<b>Capital Appropriation</b>	\$ -	\$ 485,600	
<b>13</b>	<b>Total Budgeted Direct Costs (Row 3)</b>	<b>\$ 1,750,388</b>	<b>\$ 2,447,138</b>	<b>\$ -</b>
<b>14</b>	<b>Total Direct Costs Based on Y-T-D Expended Analysis (Row 4)</b>	<b>\$ 1,651,004</b>	<b>\$ 2,456,294</b>	<b>\$ -</b>
<b>15</b>				
<b>16</b>	<b>Indirect Costs (Based on Prior Year Actual Expenditures)</b>	<b>Allocations/Transfer From General Fund-Based on Actual Expenditures from:</b>		
<b>17</b>	<i>(All Rows Below are Linked to Tab 1)</i>	<b>FY19 Data</b>	<b>FY21 Data</b>	<b>FY22 Data</b>
<b>18</b>	Vehicle Depreciation	\$ 10,112	\$ 38,428	
<b>19</b>	Vehicle Fuel		\$ 12,710	
<b>20</b>	Vehicle Insurance	\$ 3,077	\$ 4,053	
<b>21</b>	DPW Administration, Expenses & Benefits Only	\$ 6,171	\$ 16,336	
<b>22</b>	Workers Compensation Premiums (as Audited by MIIA)	\$ 7,275	\$ 9,152	
<b>23</b>	Retiree Health and Pension Benefits	\$ 37,155	\$ 55,975	
<b>24</b>	Indirect Town Expenses	\$ 73,015	\$ 98,970	
<b>25</b>	Liability and Property Insurance	\$ 9,024	\$ 11,384	
<b>26</b>	Employee Benefits (Health, Pension, Medicare-Excluding OPEB)	\$ 43,533	\$ 43,221	
<b>27</b>	<b>Total Indirect Costs</b>	<b>\$ 189,362</b>	<b>\$ 290,228</b>	<b>\$ -</b>
<b>28</b>	<b>Budgeted Indirect Costs (as Transferred by Tn. Meeting)</b>	<b>\$ 247,840</b>	<b>\$ 294,833</b>	
<b>29</b>	<b>Differential (Budgeted Indirect vs. Calculated Indirect)</b>	<b>23.6%</b>	<b>1.6%</b>	<b>#DIV/0!</b>
<b>30</b>	<b>Total Expenses-Budgeted (Row 13+27)</b>	<b>\$ 1,998,228</b>	<b>\$ 2,741,971</b>	<b>\$ -</b>
<b>31</b>	<b>Total Expenses-Actual Based on Analysis (Row 14+26)</b>	<b>\$ 1,840,366</b>	<b>\$ 2,746,522</b>	<b>\$ -</b>
<b>32</b>	<b>Difference (Excess Costs)</b>	<b>\$ (157,862)</b>	<b>\$ 4,550</b>	<b>\$ -</b>
<b>33</b>	<b>PERCENT OVER</b>	<b>-8.6%</b>	<b>0.2%</b>	<b>#DIV/0!</b>
<b>34</b>	Note: Special license payments could not be fully analyzed in FY21 and would likely increase the Compensation-Based on Work Hour Analysis, FY21, Row 7			

## Town of Millis

<b>SEWER ENTERPRISE FUND - Direct and Indirect Costs</b>			
<b>Summary: Cost Analysis: FY2021-FY2022-FY2023</b>			
		FY2021	FY2022
<b>1</b>	<b>Direct Costs (as voted by Town Meeting)</b>		<b>FY2023</b>
		<b>Sewer Enterprise</b>	
<b>2</b>	Compensation (salaries and wages-Table A5)	<b>Budget-Art. 4</b>	<b>Budget-Art. 4</b>
<b>3</b>	FY22 Salary Budget-excluding overtime & licenses	\$ 242,689	\$ 265,467
<b>4</b>	Compensation-Based on Y-T-D Expended Analysis	\$ 103,111	\$ 184,762
<b>5</b>	<b>Difference</b>	<b>\$ 139,578</b>	<b>\$ 80,705</b>
<b>6</b>	Overtime (budgeted)	\$ 15,392	\$ 15,392
<b>7</b>	Licenses/Stipends (budget)	\$ 8,070	\$ 8,360
<b>8</b>	DPW Administration Salaries-Table 2A	\$ 17,951	\$ 28,836
<b>9</b>			
<b>10</b>	Voted Expenses-Budgeted (less: transfer for indirect costs, prior year carried forward, debt serv. & CR Assessment)	\$ 206,938	\$ 181,720
<b>11</b>	Debt Service	\$ 296,808	\$ 325,964
<b>12</b>	Assessment-Charles River Water Pollution Control District	\$ 468,826	\$ 550,520
<b>13</b>	Capital Appropriation	\$ 154,932	\$ 12,509
<b>14</b>	<b>Total Budgeted Direct Costs (Row 3)</b>	<b>\$ 1,411,606</b>	<b>\$ 1,388,768</b>
<b>15</b>	<b>Total Direct Costs Based on Y-T-D Expended Analysis (Row 4)</b>	<b>\$ 1,272,028</b>	<b>\$ 1,308,063</b>
<b>16</b>			
<b>17</b>	<b>Indirect Costs (Based on Prior Year Actual Expenditures)</b>	<b>Allocations/Transfer From General Fund-Based on Actual Expenditures from:</b>	
<b>18</b>	<i>(All Rows Below are Linked to Tab 1)</i>	<i>FY19 Data</i>	<i>FY21 Data</i>
<b>19</b>	Vehicle Depreciation	\$ 21,476	\$ 22,304
<b>20</b>	Vehicle Fuel		\$ 7,377
<b>21</b>	Vehicle Insurance	\$ 1,449	\$ 2,353
<b>22</b>	DPW Administration, Expenses & Benefits Only	\$ 1,803	\$ 5,905
<b>23</b>	Workers Compensation Premiums (as Audited by MIA)	\$ 5,660	\$ 7,421
<b>24</b>	Retiree Health and Pension Benefits	\$ 17,495	\$ 32,489
<b>25</b>	Indirect Town Expenses	\$ 72,886	\$ 95,604
<b>26</b>	Liability and Property Insurance	\$ 3,201	\$ 3,932
<b>27</b>	Employee Benefits (Health, Pension, Medicare-Excluding OPEB)	\$ 35,092	\$ 24,400
<b>28</b>	<b>Total Indirect Costs</b>	<b>\$ 159,062</b>	<b>\$ 201,784</b>
<b>29</b>	<b>Budgeted Indirect Costs (as Transferred by Tn. Meeting)</b>	<b>\$ 202,778</b>	<b>\$ 241,227</b>
<b>30</b>	<b>Differential (Budgeted Indirect vs. Calculated Indirect)</b>	<b>21.6%</b>	<b>16.4%</b>
<b>31</b>	<b>Total Expenses-Budgeted (Rows 14+28)</b>	<b>\$ 1,614,384</b>	<b>\$ 1,629,995</b>
<b>32</b>	<b>Total Expenses-Actual Based on Analysis (Rows 15+27)</b>	<b>\$ 1,431,090</b>	<b>\$ 1,509,847</b>
<b>33</b>	<b>Difference (Excess Costs)</b>	<b>\$ 183,294</b>	<b>\$ 120,148</b>
<b>34</b>	<b>PERCENT OVER</b>	<b>12.8%</b>	<b>8.0%</b>
<b>35</b>	Note: Special license payments could not be fully analyzed in FY21 and would likely increase the Compensation-Based on Work Hour Analysis, FY21, Row 7		

## Town of Millis

STORMWATER ENTERPRISE FUND - Direct and Indirect Costs				
Summary: Cost Analysis: FY2021-FY2022-FY2023				
		FY2021	FY2022	FY2023
1	<b>Direct Costs (as voted by Town Meeting)</b>	<b>Stormwater Enterprise</b>		
2	Compensation (salaries and wages-Table A5)	<b>Budget-Art. 6</b>	<b>Budget-Art. 6</b>	
3	FY22 Salary Budget-excluding overtime & licenses	\$ 152,657	\$ 155,784	
4	Compensation-Based on Y-T-D Expended Analysis	\$ 67,260	\$ 104,206	
5	<b>Difference</b>	<b>\$ 85,397</b>	<b>\$ 51,578</b>	<b>\$ -</b>
6	Overtime (budgeted)	\$ 23,000	\$ 23,000	
7	Licenses/Stipends (budget)	\$ -	\$ 2,922	
8	DPW Administration Salaries-Table 2A	\$ 19,565	\$ 19,423	
9				
10	<b>Expenses-Budgeted (less: indirect costs; prior year carried-forward, and debt service)</b>	\$ 382,214	\$ 243,041	
11	Debt Service	\$ -	\$ -	\$ -
12	<b>Capital Appropriation</b>	\$ -	\$ 12,509	\$ -
13	<b>Total Budgeted Direct Costs (Row 3)</b>	<b>\$ 557,871</b>	<b>\$ 437,256</b>	<b>\$ -</b>
14	<b>Total Direct Costs Based on Y-T-D Expended Analysis (Row 4)</b>	<b>\$ 492,039</b>	<b>\$ 405,101</b>	<b>\$ -</b>
15				
16	<b>Indirect Costs (Based on Prior Year Actual Expenditures)</b>	<b>Allocations/Transfer From General Fund-Based on Actual Expenditures from:</b>		
17	<i>(All Rows Below are Linked to Tab 1)</i>	<i>FY19 Data</i>	<i>FY21 Data</i>	<i>FY22 Data</i>
18	Vehicle Depreciation	\$ 6,596	\$ 14,730	
19	Vehicle Fuel		\$ 4,872	
20	Vehicle Insurance	\$ 945	\$ 1,554	
21	DPW Administration, Expenses & Benefits Only	\$ 1,965	\$ 3,977	
22	Workers Compensation Premiums (as Audited by MIIA)	\$ 1,465	\$ 5,951	
23	Retiree Health and Pension Benefits	\$ 11,412	\$ 21,457	
24	Indirect Town Expenses	\$ 35,940	\$ 49,923	
25	Liability and Property Insurance	\$ 125	\$ 168	
26	Employee Benefits (Health, Pension, Medicare-Excluding OPEB)	\$ 29,506	\$ 16,031	
27	<b>Total Indirect Costs</b>	<b>\$ 87,954</b>	<b>\$ 118,663</b>	<b>\$ -</b>
28	<b>Budgeted Indirect Costs (as Transferred by Tn. Meeting)</b>	<b>\$ 132,266</b>	<b>\$ 157,340</b>	
29	<b>Differential (Budgeted Indirect vs. Calculated Indirect)</b>	<b>33.5%</b>	<b>24.6%</b>	<b>#DIV/0!</b>
30	<b>Total Expenses-Budgeted (Rows 13+27)</b>	<b>\$ 690,137</b>	<b>\$ 594,596</b>	<b>\$ -</b>
31	<b>Total Expenses-Actual Based on Analysis (Rows 14+26)</b>	<b>\$ 579,993</b>	<b>\$ 523,764</b>	<b>\$ -</b>
32	<b>Difference (Excess Costs)</b>	<b>\$ 110,144</b>	<b>\$ 70,832</b>	<b>\$ -</b>
33	<b>PERCENT OVER</b>	<b>19.0%</b>	<b>13.5%</b>	<b>#DIV/0!</b>
34	Note: Special license payments could not be fully analyzed in FY21 and would likely increase the Compensation-Based on Work Hour Analysis, FY21, Row 7			

**Tab 1:Water/Sewer/Stormwater Indirect Costs Summary**

Note: by showing multiple years of data, over time, this may help the Select Board to better understand changes in the indirect costs attributed to each enterprise fund.

Note: Tab 1 is linked to all of the other Indirect Cost Tables 1-7. NO DATA IS INPUTED DIRECTLY IN THIS TABLE.

		<i>Water Indirects</i>					<i>Sewer Indirects</i>					<i>Stormwater Indirects</i>					<i>Total Indirects - All Enterprise Funds</i>				
Table #	Indirect Cost	FY2019	FY2021	FY2022	Difference from Prior Year	% change	FY2019	FY2021	FY2022	Difference from Prior Year	% change	FY2019	FY2021	FY2022	Difference from Prior Year	% change	FY2019	FY2021	FY2022	Difference from Prior Year	% change
1	Vehicle Depreciation	\$ 10,112	\$ 38,428		\$ 28,316	280%	\$ 21,476	\$ 22,304		\$ 828	4%	\$ 6,596	\$ 14,730		\$ 8,134	123%	\$ 38,184	\$ 75,462		\$ 37,278	98%
1A	Vehicle Fuel		\$ 12,710		\$ 12,710			\$ 7,377		\$ 7,377			\$ 4,872					\$ 24,959		\$ 24,959	
1	Vehicle Insurance	\$ 1,449	\$ 4,053		\$ 2,604	180%	\$ 3,077	\$ 2,353		\$ (724)	-24%	\$ 945	\$ 1,554		\$ 609	64%	\$ 5,471	\$ 7,960		\$ 2,489	45%
2	DPW Administration, Expenses & Benefits Only	\$ 6,171	\$ 16,336		\$ 10,165	165%	\$ 1,803	\$ 5,905		\$ 4,102	228%	\$ 1,965	\$ 3,977		\$ 2,012	102%	\$ 9,939	\$ 26,218		\$ 16,279	164%
3	Workers Compensation Premiums (as Audited by MIA)	\$ 7,275	\$ 9,152		\$ 1,877	26%	\$ 5,660	\$ 7,421		\$ 1,761	31%	\$ 1,465	\$ 3,772		\$ 2,307	157%	\$ 14,400	\$ 20,345		\$ 5,945	41%
4	Retiree Health and Pension Benefits	\$ 37,155	\$ 55,975		\$ 18,820	51%	\$ 17,495	\$ 32,489		\$ 14,994	86%	\$ 11,412	\$ 21,457		\$ 10,045	88%	\$ 66,062	\$109,920		\$ 43,858	66%
5	Indirect Town Expenses	\$ 73,015	\$ 98,992		\$ 25,977	36%	\$ 72,886	\$ 95,623		\$ 22,737	31%	\$ 35,940	\$ 49,933		\$ 13,993	39%	\$ 181,841	\$244,548		\$ 62,707	34%
6	Liability and Property Insurance	\$ 9,024	\$ 11,384		\$ 2,360	26%	\$ 3,201	\$ 3,932		\$ 731	23%	\$ 125	\$ 168		\$ 43	34%	\$ 12,350	\$ 15,484		\$ 3,134	25%
7	(Health, Pension, Medicare-Excluding OPEB)	\$ 43,533	\$ 45,016		\$ 1,483	3%	\$ 35,092	\$ 25,442		\$ (9,650)	-27%	\$ 29,506	\$ 16,719		\$ (12,787)	-43%	\$ 108,131	\$ 87,177		\$ (20,954)	-19%
	<b>TOTAL</b>	<b>\$187,734</b>	<b>\$292,045</b>		<b>\$ 104,311</b>	<b>56%</b>	<b>\$160,690</b>	<b>\$202,845</b>		<b>\$ 42,155</b>	<b>26%</b>	<b>\$ 87,954</b>	<b>\$117,183</b>		<b>\$ 29,229</b>	<b>33%</b>	<b>\$ 436,378</b>	<b>\$612,073</b>		<b>\$ 175,695</b>	<b>40%</b>

# Models for Closing the Gap in Indirect Costs

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Model 1: Aggressive Implementation Plan over 3 Years

Model 2: Moderate Implementation Plan over 5 Years

Model 3: Budget Sensitive Implementation Plan over 7 Years

## Closing the Difference between Budgeted Indirect Costs and Calculated Indirect Costs

		A	B	C	D
	ATM Vote For FY20 Transfer of Indirect Costs	WATER	SEWER	Stormwater	Total - All Enterprise Funds
1	<b>Budgeted Indirect Costs</b>	\$ 247,840	\$ 202,778	\$ 132,266	\$ 582,884
2	<b>Preliminary Calculated Indirect Costs</b>	\$ 189,362	\$ 159,062	\$ 87,954	\$ 436,378
3	<b>\$ Difference</b>	\$ 58,478	\$ 43,716	\$ 44,312	\$ 146,506
4	<b>% Difference</b>	23.6%	21.6%	33.5%	25.1%

## Closing the Difference between Budgeted Indirect Costs and Calculated Indirect Costs

		A	B	C	D
	ATM Vote For FY20 Transfer of Indirect Costs	WATER	SEWER	Stormwater	Total - All Enterprise Funds
1	<b>Budgeted Indirect Costs</b>	\$ 247,840	\$ 202,778	\$ 132,266	\$ 582,884
2	<b>Preliminary Calculated Indirect Costs</b>	\$ 189,362	\$ 159,062	\$ 87,954	\$ 436,378
3	<b>\$ Difference</b>	<b>\$ 58,478</b>	<b>\$ 43,716</b>	<b>\$ 44,312</b>	<b>\$ 146,506</b>
4	<b>% Difference</b>	<b>23.6%</b>	<b>21.6%</b>	<b>33.5%</b>	<b>25.1%</b>

	ATM Vote for FY22 Transfer of Indirect Costs	WATER	SEWER	Stormwater	Total - All Enterprise Funds
5	<b>Budgeted Indirect Costs</b>	\$ 294,833	\$ 241,227	\$ 157,340	\$ 693,400
6	<b>Preliminary Calculated Indirect Costs</b>	\$ 292,045	\$ 202,845	\$ 117,183	\$ 612,073
7	<b>\$ Difference</b>	<b>\$ 2,788</b>	<b>\$ 38,382</b>	<b>\$ 40,157</b>	<b>\$ 81,327</b>
8	<b>% Difference</b>	<b>0.9%</b>	<b>15.9%</b>	<b>25.5%</b>	<b>11.7%</b>

### Model 1 for Closing the Gap - Aggressive Implementation Plan over 3 Years

	A	B	C	D	E	F	G	H	I	J	K
				Planned for 2022 Annual Town Meeting		Year 1		Year 2		Year 3	
		FY21 Indirect Costs (ATM Vote for FY22 Transfer)	% Chg.	FY22 Proj. Indirect Costs (ATM Vote for FY23 Transfer)	% Chg.	FY23 Proj. Indirect Costs (ATM Vote for FY24 Transfer)	% Chg.	FY24 Proj. Indirect Costs (ATM Vote for FY25 Transfer)	% Chg.	FY25 Proj. Indirect Costs (ATM Vote for FY26 Transfer)	% Chg.
	<b>WATER</b>										
1	Budgeted	\$ 294,833	12.9%	\$ 302,204	2.5%	\$ 314,292	4.0%	\$ 325,292	3.5%	\$ 335,051	3.0%
2	Preliminary Calculated Indirect Costs	\$ 292,045		\$ 303,727	4.0%	\$ 315,876	4.0%	\$ 326,932	3.5%	\$ 338,374	3.5%
3	Difference	\$ 2,788		\$ (1,523)		\$ (1,584)		\$ (1,639)		\$ (3,323)	
	<b>SEWER</b>										
4	Budgeted	\$ 241,227	12.9%	\$ 247,258	2.5%	\$ 242,313	-2.0%	\$ 237,467	-2.0%	\$ 235,092	-1.0%
5	Preliminary Calculated Indirect Costs	\$ 202,845		\$ 210,959	4.0%	\$ 219,397	4.0%	\$ 227,076	3.5%	\$ 235,024	3.5%
6	Difference	\$ 38,382		\$ 36,299		\$ 22,916		\$ 10,391		\$ 68	
	<b>Stormwater</b>										
7	Budgeted	\$ 157,340	13.1%	\$ 161,274	2.5%	\$ 150,791	-6.5%	\$ 142,498	-5.5%	\$ 134,660	-5.5%
8	Preliminary Calculated Indirect Costs	\$ 117,183		\$ 121,870	4.0%	\$ 126,745	4.0%	\$ 131,181	3.5%	\$ 135,773	3.5%
9	Difference	\$ 40,157		\$ 39,404		\$ 24,046		\$ 11,316		\$ (1,112)	
10	<b>Total-Budgeted for Indirect Costs</b>	\$ 693,400	12.9%	\$ 710,736	2.5%	\$ 707,396	-0.5%	\$ 705,257	-0.3%	\$ 704,803	-0.1%

Note: Indirect Cost projection model assumes a 4% increase in actual indirect costs for FY22 and FY23 and a 3.5% increase in subsequent years.

**Model 2 for Closing the Gap - Moderate Implementation Plan over 5 Years**

A		B	C	D		E		F		G		H		I		J		K		L		M		N		O		
				Planned for 2022 Annual Town Meeting		Year 1		Year 2		Year 3		Year 4		Year 5														
		FY21 Indirect Costs (ATM Vote for FY22 Transfer)	% Chg.	FY22 Proj. Indirect Costs (ATM Vote for FY23 Transfer)	% Chg.	FY23 Proj. Indirect Costs (ATM Vote for FY24 Transfer)	% Chg.	FY24 Proj. Indirect Costs (ATM Vote for FY25 Transfer)	% Chg.	FY25 Proj. Indirect Costs (ATM Vote for FY26 Transfer)	% Chg.	FY26 Proj. Indirect Costs (ATM Vote for FY27 Transfer)	% Chg.	FY27 Proj. Indirect Costs (ATM Vote for FY28 Transfer)	% Chg.													
<b>WATER</b>																												
1	Budgeted	\$ 294,833	12.9%	\$ 302,204	2.5%	\$ 311,270	3.0%	\$ 320,608	3.0%	\$ 331,829	3.5%	\$ 343,443	3.5%	\$ 355,464	3.5%													
2	Preliminary Calculated Indirect Costs	\$ 292,045		\$ 303,727	4.0%	\$ 315,876	4.0%	\$ 326,932	3.5%	\$ 338,374	3.5%	\$ 350,217	3.5%	\$ 362,475	3.5%													
3	Difference	\$ 2,788		\$ (1,523)		\$ (4,606)		\$ (6,323)		\$ (6,545)		\$ (6,774)		\$ (7,011)														
<b>SEWER</b>																												
4	Budgeted	\$ 241,227	12.9%	\$ 247,258	2.5%	\$ 247,258	0.0%	\$ 247,258	0.0%	\$ 247,258	0.0%	\$ 247,258	0.0%	\$ 252,203	2.0%													
5	Preliminary Calculated Indirect Costs	\$ 202,845		\$ 210,959	4.0%	\$ 219,397	4.0%	\$ 227,076	3.5%	\$ 235,024	3.5%	\$ 243,250	3.5%	\$ 251,763	3.5%													
6	Difference	\$ 38,382		\$ 36,299		\$ 27,861		\$ 20,182		\$ 12,234		\$ 4,008		\$ 440														
<b>Stormwater</b>																												
7	Budgeted	\$ 157,340	13.1%	\$ 161,274	2.5%	\$ 157,080	-2.6%	\$ 152,368	-3.0%	\$ 147,797	-3.0%	\$ 143,363	-3.0%	\$ 144,797	1.0%													
8	Preliminary Calculated Indirect Costs	\$ 117,183		\$ 121,870	4.0%	\$ 126,745	4.0%	\$ 131,181	3.5%	\$ 135,773	3.5%	\$ 140,525	3.5%	\$ 145,443	3.5%													
9	Difference	\$ 40,157		\$ 39,403		\$ 30,335		\$ 21,187		\$ 12,024		\$ 2,838		\$ (646)														
10	Total-Budgeted for Indirect Costs	\$ 693,400	12.9%	\$ 710,735	2.5%	\$ 715,608	0.7%	\$ 720,234	0.6%	\$ 726,884	0.9%	\$ 734,064	1.0%	\$ 752,464	2.5%													

Note: Indirect Cost projection model assumes a 4% increase in actual indirect costs for FY22 and FY23 and a 3.5% increase in subsequent years.

**Model 3 for Closing the Gap - Budget Sensitive Implementation Plan over 7 Years**

A	B	C	D		E		F		G		H		I		J		K		L		M		N		O		P		Q		R		S			
			Planned for 2022 Annual Town	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Costs (ATM Vote for FY22 Transfer)	% Chg.	Costs (ATM Vote for FY23 Transfer)	% Chg.	Costs (ATM Vote for FY24 Transfer)	% Chg.	Costs (ATM Vote for FY25 Transfer)	% Chg.	Costs (ATM Vote for FY26 Transfer)	% Chg.	Costs (ATM Vote for FY27 Transfer)	% Chg.	Costs (ATM Vote for FY28 Transfer)	% Chg.	Costs (ATM Vote for FY29 Transfer)	% Chg.	Costs (ATM Vote for FY29 Transfer)	% Chg.	Costs (ATM Vote for FY29 Transfer)	% Chg.						
	<b>WATER</b>																																			
1	Budgeted	\$ 294,833	12.9%	\$ 302,204	2.5%	\$ 311,270	3.0%	\$ 320,608	3.0%	\$ 331,830	3.5%	\$ 343,444	3.5%	\$ 355,464	3.5%	\$ 367,905	3.5%	\$ 380,782	3.5%																	
2	Preliminary Calculated Indirect Costs	\$ 292,045		\$ 303,727	4.0%	\$ 309,739	2.0%	\$ 320,580	3.5%	\$ 331,800	3.5%	\$ 343,413	3.5%	\$ 355,432	3.5%	\$ 367,873	3.5%	\$ 380,748	3.5%																	
3	Difference	\$ 2,788		\$ (1,523)		\$ 1,531		\$ 28		\$ 29		\$ 31		\$ 32		\$ 33		\$ 34																		
	<b>SEWER</b>																																			
4	Budgeted	\$ 241,227	12.9%	\$ 247,258	2.5%	\$ 250,967	1.5%	\$ 254,731	1.5%	\$ 257,279	1.0%	\$ 258,565	0.5%	\$ 258,565	0.0%	\$ 258,565	0.0%	\$ 258,565	0.0%																	
5	Preliminary Calculated Indirect Costs	\$ 202,845		\$ 210,959	4.0%	\$ 207,619	4.0%	\$ 214,885	3.5%	\$ 222,406	3.5%	\$ 230,190	3.5%	\$ 238,247	3.5%	\$ 246,586	3.5%	\$ 255,216	3.5%																	
6	Difference	\$ 38,382		\$ 36,299		\$ 44,585		\$ 39,840		\$ 33,593		\$ 25,808		\$ 25,808		\$ 25,808		\$ 3,349																		
	<b>Stormwater</b>																																			
7	Budgeted	\$ 157,340	13.1%	\$ 161,274	2.5%	\$ 161,274	0.0%	\$ 159,661	-1.0%	\$ 158,065	-1.0%	\$ 156,484	-1.0%	\$ 156,484	0.0%	\$ 156,484	0.0%	\$ 158,049	1.0%																	
8	Preliminary Calculated Indirect Costs	\$ 117,183		\$ 121,870	4.0%	\$ 126,745	4.0%	\$ 131,181	3.5%	\$ 135,773	3.5%	\$ 140,525	3.5%	\$ 145,443	3.5%	\$ 150,533	3.5%	\$ 155,802	3.5%																	
9	Difference	\$ 40,157		\$ 41,766		\$ 34,529		\$ 28,480		\$ 22,292		\$ 15,959		\$ 11,041		\$ 5,951		\$ 2,247																		
10	Total-Budgeted for Indirect Costs	\$ 693,400	12.9%	\$ 710,736	2.5%	\$ 723,511	1.8%	\$ 735,001	1.6%	\$ 747,173	1.7%	\$ 758,493	1.5%	\$ 770,513	1.6%	\$ 782,954	1.6%	\$ 797,396	1.8%																	

Note: Indirect Cost projection model assumes a 4% increase in actual indirect costs for FY22 and FY23 and a 3.5% increase in subsequent years.

# Suggested Next Steps

1. Evaluate the 3 Models for Closing the Difference between Indirect Costs (budget vs. actual)
2. Finance Department Continues to Improve Employee Self-Service (ESS) Data
3. Finance Department Continues to Improve Tracking of License Stipend Data
4. DPW to Update Methodology for Budgeting and Tracking Fuel and Maintenance Costs
5. Staff to Undertake FY23 Analysis to Provide a Third FY Data Point  
*(Note: FY20 Analysis was during COVID period; FY22 Analysis included impact of staff time from new DPW building)*
6. Consider Goal of Using a 3-Year Rolling Average as the Basis for Rate Setting / Budgeting Indirect Costs
7. Review Analysis Annually and Adjust Enterprise Funds Indirect Cost Budget and Rates as Necessary

# Questions and Discussion

22-809, 22-810, 22-811

Open Warrant, Discuss, Close Warrant



**May 2, 2022**

**ANNUAL  
TOWN MEETING WARRANT**

**TOWN OF MILLIS  
COMMONWEALTH OF MASSACHUSETTS**

**NORFOLK, SS.**

**GREETING:**

To either of the Constables of the Town of Millis in said county, in the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millis qualified to vote in elections and in town affairs, to meet on Monday, the second day of May, AD 2022 at 7:30 p.m. in the Middle-Senior High School Auditorium in said Millis:

**FOR THE BUSINESS MEETING, THEN AND THERE,  
TO ACT ON THE FOLLOWING ARTICLES, VIZ**

## SPRING 2022 TOWN MEETING ARTICLE LIST

1. Unpaid Bills
2. FY22 Additional Wages and Expenses
3. FY23 Operating Budget
4. SEIU #888, Firefighters Local #4704, AFSCME Council 93 Local #1301 Contract Ratifications
5. Sewer Enterprise Fund
6. Water Enterprise Fund
7. Stormwater Enterprise Fund
8. Consent Agenda:
  - Amendments to Personnel Plan
  - Board of Health Appointing Authority
  - Revolving Funds
  - Community Preservation Fund
9. Community Preservation Open Space/Recreation Reserve Fund – Soundproofing for Pickleball/Tennis Courts
10. Community Preservation Open Space/Recreation Reserve Fund – Town-Owned Properties Inventory and Management Plan
11. Community Preservation Open Space/Recreation Reserve Fund – Oak Grove Farm Trail Improvement Project
12. FY23 Recertification Process (BOA) - for remaining \$17,800
13. Capital Items
14. PFAS Water Treatment Bonding Amendment
15. Design and Construction of Sidewalks and Roads
16. Tree Removal/Maintenance
17. New Computer Lease for Schools – Year One
18. New Police Cruiser Lease – Year One
19. General Bylaw – Powers and Duties of the Town Administrator
20. Charter Amendment – Change Select Board Composition from 3 to 5
21. Charter Amendment – Select Board – Powers of Appointment
22. Charter Amendment – Change Town Clerk from Elected to Appointed

23. Zoning Bylaws Amendment – Amendment to Associate Planning Board Member
24. Zoning Bylaws Amendment – Add I-P-2 District to Tables 2 & 3
25. Acceptance of MGL Ch. 71 Section 37M Authorization for Consolidated Town wide Facilities Maintenance
26. Unemployment Insurance
27. OPEB Fund
28. Stabilization Fund
29. Petition Article
30. Petition Article

DRAFT

**TOWN OF MILLIS**

**May 2, 2022 SPRING ANNUAL TOWN MEETING WARRANT**

**ARTICLE 1.** To see if the Town will vote to transfer from available funds the sum of **\$3,464.51** to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.

COA/BOH	WB Mason	\$399.96
COA/BOH	WB Mason	\$599.94
COA/BOH	WB Mason	\$919.98
COA/BOH	WB Mason	\$199.98
COA/BOH	WB Mason	\$199.98
COA/BOH	WB Mason	\$399.96
Building	Timothy Costello	\$100.00
DPW	WB Mason	\$18.66
BOH	Biscom	\$33.48
Fire	Comcast	\$555.25
DPW/WE	WB Mason	\$18.66
DPW/SE	WB Mason	\$18.66

(Submitted by The Select Board)

*4/5 majority*

**ARTICLE 2.** To see if the Town will vote to transfer from available funds a sum of money for **additional wages or expenses** not sufficiently funded under Article 3, Operating Budget, of the May 1, 2021 Annual Town Meeting, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**ARTICLE 3.** To see if the Town will vote to fix the compensation of elected officers, provide for a reserve fund, and determine what sums of money the Town will raise and appropriate, including appropriations from taxation, by transfer from available funds, and/or the Stabilization Fund to **defray charges and expenses to the Town, including debt and interest, and a reserve fund**, for the fiscal year beginning July 1, 2022, or take any other action in relation thereto.

(Submitted by The Select Board) *2/3 majority if stabilization funds used*

**ARTICLE 4.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$115,000** to fund the estimated first-year cost items contained in the contracts between the **Town of Millis and SEIU Local 888, Professional Firefighters of Millis Local #4704, and AFSCME Council 93 Local 3901**, all to be effective July 1, 2022, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**ARTICLE 5.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the sewer enterprise fund beginning July 1, 2022**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**ARTICLE 6.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the water enterprise fund beginning July 1, 2022**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**ARTICLE 7.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the stormwater enterprise fund beginning July 1, 2022**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**CONSENT ARTICLE 8.** To see if the Town will vote the following consent articles:

1. To see if the Town will vote to adopt **amendments to Schedule A-Salary Plan of the Town of Millis Personnel Plan** effective July 1, 2022, as shown in the FY23 Finance Committee Report, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

2. To see if the Town will vote in accordance with M.G.L., Chapter 41, section 4A, and Chapter 268A, to authorize the **Board of Health to appoint any of its members to another town office or position for which it has appointing authority**, for the term provided by law, if any, otherwise for a term not exceeding one year, and fix the salary of such appointee, notwithstanding the provision of M.G.L. Chapter 41, Section 108, or act in any manner in relation thereto.

(Submitted by the Board of Health)

*Simple majority*

3. To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E½, to:  
Amend Article VI, Section 12 of the Town's General Bylaws by deleting the following revolving fund from the existing table of revolving funds as follows:

**Recreation Fund - Fees from Recreation Programs - Recreation Department**

And to establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2023:

AUTHORIZED REVOLVING FUNDS	FISCAL YEAR EXP. LIMIT
Oak Grove Farm Maintenance Fund	\$ 35,000.00
Animal Control Shelter Fund	\$ 3,000.00
Fire Alarm Fund	\$ 10,000.00
Historical Commission Fund	\$ 12,000.00
Ambulance Department Fund	\$ 20,000.00
Council on Aging Transportation Fund	\$ 5,000.00
VMB Custodial/Maintenance Fund	\$ 6,000.00
School Food Service Fund	\$360,000.00
School Transportation Fund	\$500,000.00
Stormwater Management Fund	\$ 10,000.00
BOH Medical Services/Vax Fund	\$ 20,000.00
BOH Rabies Clinic/Program Fund	\$ 2,500.00
School Athletic Fields Fund	\$ 35,000.00
School Extracurricular Fund	\$ 8,000.00

Library Special Use Fund	\$ 10,000.00
Tobacco Control Program	\$ 1,000.00

(Submitted by The Select Board)

*Simple majority*

4. To see if the Town will vote to raise and appropriate a sum of money or reserve a sum of money from the **Community Preservation Fund**, for the Historic Resources Reserve, the Community Housing Reserve, the Open Space Reserve, or the Budgeted Reserve from annual revenues in the amounts recommended by the Community Preservation Committee for administrative expenses, community preservation projects and/or other expenses in fiscal year 2023, with each item to be considered a separate appropriation or act in any manner in relation thereto.

Appropriations:

From 2023 estimated revenues for Committee Administrative Expenses	\$13,734.00
(To be divided equally: \$6,867.00 CPC Salary Account: \$6,867.00 CPC Expenses)	
From Undesignated Fund Balance for Long Term Debt- Principal	\$20,000.00
From Undesignated Fund Balance for Long Term Debt- Interest	\$ 8,950.00

Reserves:

From FY2023 estimated revenues for Historic Resources Reserve	\$27,469.00
From FY2023 estimated revenues for Community Housing Reserve	\$27,469.00
From FY2023 estimated revenues for Open Space Reserve	\$27,469.00
From FY2023 estimated revenues for Budgeted Reserve	\$80,000.00

(Submitted by the Community Preservation Committee)

*Simple majority*

**ARTICLE 9.** To see if the Town will vote to appropriate the sum of **\$21,035.16** from the Community Preservation Open Space/Recreation Reserve Fund for **Soundproofing for the Pickleball/Tennis Courts**, or take any other action in relation thereto.

(Submitted by the Community Preservation Committee)

*Simple majority*

**ARTICLE 10.** To see if the Town will vote to appropriate a sum of money from the Community Preservation Open Space/Recreation Resource Reserve Fund for the **Millis Town Owned Properties Inventory and Management Plan**, or take any other action in relation thereto.

(Submitted by the Community Preservation Committee)

*Simple majority*

**ARTICLE 11.** To see if the Town will vote to transfer the sum of **\$16,900** from the **Community Preservation Open Space Reserve Fund** for the **Oak Grove Farm Trail Improvement Project**, or take any other action in relation thereto.

(Submitted by the Community Preservation Committee)

*Simple majority*

**ARTICLE 12.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$17,800 to conduct the FY23 Recertification Process**, or take any other action in relation thereto.

(Submitted by Board of Assessors) *Simple majority*

**ARTICLE 13.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$264,095 to fund the following capital items:**

<u>Department</u>	<u>Capital Item</u>	<u>Amount</u>
Police/Fire	Public Safety Radio Console Update	\$112,580
Emerg. Man.	Public Safety Radio Backup Generators	\$25,000
DPW/Enterprises	Chevy Silverado with Plow	\$54,416
DPW/Enterprises	Skid Steer	\$52,699
DPW/Enterprises	Message Board	<u>\$19,400</u>
	<b>Total</b>	<b>\$264,095</b>

Or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**ARTICLE 14.** To see if the Town will vote to appropriate **\$500,000** or any other amount, to pay additional costs of making water treatment plant improvements at the D'Angelis Water Treatment Plant to address excessive levels of PFAS identified in Wells 1 and 2, including the payment of all costs incidental and related thereto, which amount shall be expended in addition to the \$5,600,000 previously appropriated for this project under Article 4 of the Warrant at the Fall Annual Town Meeting; to determine whether this amount shall be raised by borrowing or otherwise, or to take any other action relative thereto.

(Submitted by Select Board) *2/3 majority if stabilization funds or borrowing used*

**ARTICLE 15.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$160,000 for the Design and Construction of Sidewalks and Roads**, or take any other action in relation thereto.

(Submitted by Select Board)

*Simple majority*

**ARTICLE 16.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **\$50,000 for Tree Removal/Maintenance**, or take any other action in relation thereto.

(Submitted by Select Board)

*Simple majority*

**ARTICLE 17.** To see if the Town will vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of **\$69,900 for a new lease/purchase(s) for computers for the Millis Schools**, or take any other action in relation thereto.

(Submitted by the School Committee)

*2/3 majority*

**ARTICLE 18.** To see if the Town will vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of **\$104,000 for the lease/purchase(s) of two Police Cruisers**, or take any other action in relation thereto.

(Submitted by Select Board)

*2/3 majority*

**ARTICLE 19.** To see if the Town will vote to establish the following General Bylaw:

**“ARTICLE V. TOWN OFFICERS Section 31. Town Administrator”**

In addition to the powers and duties enumerated in Section III-4 of the Millis Town Charter “Position of Town Administrator”, the Town Administrator shall have the following powers and duties:

**Subsection 1: POWERS AND DUTIES**

The town administrator shall be the chief administrative officer of the town, directly responsible to the select board for the administration of all town affairs for which the office of town administrator is given responsibility by this Charter. The powers and duties of the town administrator shall include, but are not intended to be limited to the following:

- (a) To supervise, direct, and be responsible for the efficient administration of all functions and activities for which the office of town administrator is given authority, responsibility or control by the Charter, by this by-law, by town meeting vote, by vote of the select board, or otherwise.
- (b) To appoint, and in appropriate circumstances, to remove, subject to ratification by the Select Board, all department heads, officers, and employees for whom no other method of selection is provided by the Charter and this Bylaw. Except as otherwise provided herein, all offices under the supervision of the town administrator as set forth in this section shall have the powers and duties set forth in the General Laws, the town bylaws and the Charter.
- (c) To be entrusted with the administration of the town personnel system; to administer the personnel policies and procedures and rules and regulations; and to administer the personnel by-law, the personnel plan, and collective bargaining agreements entered into by the town.
- (d) To keep the select board fully advised as to the needs of the town and recommend to the select board and to other elected town officers and agencies for adoption such measures requiring action by them or by the town meeting as the town administrator may deem necessary or expedient. The town administrator shall keep the select board informed regarding issues affecting the administration and governance of the town, in a timely manner.
- (e) The town administrator shall be responsible for the maintenance, repair, and use, of all town land and buildings which fall under the jurisdiction of the select board.
- (f) To prepare and present to the select board an annual operating budget for the town; and to work in conjunction with the capital planning committee and the finance director to prepare a proposed capital improvement plan for the five (5) fiscal years next ensuing.

- (g) To negotiate, on behalf of the select board, all personnel contracts and collective bargaining agreements involving any subject within the jurisdiction of the office of the town administrator or select board, including contracts with town employees involving wages, hours and other terms and conditions of employment. All such contracts and agreements shall be subject to the approval of the select board.
- (h) To coordinate the activities of all town agencies serving under the office of the town administrator and the office of the select board with those under the control of other officers and multiple member bodies elected directly by the voters.
- (i) To perform any other duties as are required to be performed by the town administrator by by-laws, administrative code, votes of the town meeting, or votes of the select board, or otherwise.
- (j) To be the chief procurement officer for the town, in accordance with the provisions of the Massachusetts General Laws, and to appoint such assistant procurement officers as provided in Chapter 30B of the Massachusetts General Laws.
- (k) To see that the provisions of the general laws, the Charter, town by-laws, votes of the town meeting and of the select board which require enforcement by the town administrator are faithfully executed, performed or otherwise carried out.
- (l) To prosecute, defend and compromise, subject to the approval of the select board, all litigation to which the town is a party, and to direct Town or Special Counsel with respect to such litigation.
- (m) To inquire and make investigation, at any time, into the conduct and operation of office or performance of duties of any officer or employee, department, board, commission or other town agency.
- (n) To coordinate the activities of all town agencies serving under the office of the town administrator and the office of the select board with those under the control of other officers and multiple member bodies elected directly by the voters.
- (o) To seek out and work to obtain resources from federal, state and other governmental jurisdictions that further town purposes.
- (p) To perform any other duties as are required to be performed by the town administrator by by-laws, administrative code, votes of the town meeting, or votes of the select board, or otherwise.

## **Subsection 2: ACTING TOWN ADMINISTRATOR**

- (a) Temporary Absence - With the approval of the select board, the town administrator may designate a qualified town administrative officer or employee to exercise the powers and perform the duties of the town administrator during an absence of the town administrator of not more than twenty (20) days, including Saturdays, Sundays and

holidays. Such delegation shall be made by letter filed with the town clerk, the municipal finance director, and the select board.

(b) Powers and Duties - The powers and duties of the temporary or acting town administrator, under subsection (a), above, shall be limited to matters not admitting of delay and shall include authority to make temporary, emergency appointments or designations to town office or employment but not to make permanent appointments, and designations, or to effectuate terminations.

(c) Interim Town Administrator. In the event of resignation or termination of the Town Administrator, the select board may appoint an Interim Town Administrator to serve in such position until a permanent Town Administrator is appointed. Such Interim Town Administrator shall have all the powers of the Town Administrator, except as may be limited by the engagement with the Select Board.

Or take any other action in relation thereto.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 20.** To see if the Town will vote to petition the Massachusetts General Court to file for Special Legislation to amend the Town of Millis Charter, as follows:

### **Article III. Executive Branch**

#### **Article III- 1 Select Board: Composition**

By changing the number of members of the Select Board, as follows: The Executive powers of the town shall be vested in the Select Board consisting of **five** members; each elected by vote of the registered voters of the town for a three-year term. For transitional purposes, a fourth member of the Board shall be elected to a two-year term and a fifth member shall be elected to a three-year term at the first annual election following the date of approval of the increase to five members. The terms shall be so arranged that the term of at least one member expires each year.

Or take any other action in relation thereto.

(Submitted by Select Board)

*Simple Majority*

**ARTICLE 21.** To see if the Town will vote to make the following changes to the Town Charter (with ratification by Annual election):

**Article III- 3 Powers of Appointment**

By amending both paragraphs to read as follows:

The Select Board shall have the power to appoint the town administrator, the finance director, police chief, fire chief, director of public works, town counsel, town auditor, registrars of voters, permanent building committee, and such other town boards, commissions or committees as may be required for the proper administration, health or safety of the town, as well as individuals who are to serve as representatives of the town to the governing or advisory bodies of area, regional, or district authorities, and may terminate the same at their discretion.

Further, the Select Board shall have the power to appoint a three-member board of assessors for terms of three years, and may terminate the same at their discretion. The members of this board shall be made up of registered voters of the Town of Millis.

Or take any other action in relation thereto.

(Submitted by Select Board)

*2/3 Majority*

**ARTICLE 22.** To see if the Town will vote to make the following changes to the Town Charter (with ratification by Annual Election):

**Section IV-2: Other Elected Officers**

By amending the language as follows:

- a. The Town Clerk shall be appointed, with said appointment to be made following the end of the term of Town Clerk who was elected as of the date of this amendment.

Or take any other action related thereto.

(Submitted by Select Board)

*2/3 Majority*

**ARTICLE 23.** To see if the Town will vote to amend the Zoning By-Laws, as most recently amended, by amending the section identified herein as follows, or to take any other action related thereto.

- 1) By amending Section XII Administration and Enforcement, T. Associate Member to the Planning Board:

From:

“An associate Member to the Planning Board shall be appointed by the Board of Selectmen for a term of one year, such Associate Member to act on Special Permits.”

To:

“An Associate Member to the Planning Board shall be appointed by the Select Board for a term of one year, such Associate Member to act on Special Permits and Site Plans.”

(Submitted by Planning Board)

*2/3 Majority*

**ARTICLE 24.** To see if the Town will vote to amend Table 2: Area Regulations and Table 3: Height and Bulk Regulations in Section VI of the Town of Millis Zoning By-Law to insert I-P-2 District to the I-P

Column shown below, or take any action relative thereto.

**Table 2. Area Regulations**

(See following page for notes.)

**(Amended May 13, 1985) (Amended May 10, 2004) (Amended May 9, 2005)**

**(Amended May 8, 2006) (Amended June 14, 2010)(Amended May 12, 2014)**

District	Use	Area (sq. ft.)	Base Density <sup>1</sup> (units per acre or	Lot <sup>(2)</sup> Frontage (ft.)	Lot Depth (ft.)	Yards <sup>(3-7)</sup>		
						Front (ft.)	Side (ft.)	Rear <sup>11</sup> (ft.)

<sup>1</sup> Base density refers to the allowable density before any density bonus.

			FAR) (10)					
R-T	Any permitted principal structure or use	60,000		200	300	40	40	40
R-S	Any permitted principal structure or use	25,000		125	200	40	20	40
R-V	1-family dwelling	15,000		100	150	40	15	20
	2-family dwelling	18,750		125	150	40	15	20
	Multi-family dwellings	217,800		250	400	50	50	50
	5 acres (for developments of up to 22 dwelling units) Each dwelling unit thereafter	10,000						

R-V-C <sup>(12)</sup>	1-family dwelling	15,000	2.9	100	150	40	15	20
	2-family dwelling	18,750	4.7	125	150	40	15	20
	Multi-family dwellings	217,800	5 acre minimum area and not to exceed 4 units/acre	250	400	50	50	50
C-V	Any permitted principal structure or use	30,000	---	150	200	40	20	30
C-V-2 <sup>(12)</sup>	As-of-Right Development, Commercial	30,000	0.20 <sup>(10)</sup>	150	200	40	20	30
C-V/MCEOD Millis Center Economic Opportunity District	Mixed use development under Section XIII.P	30,000		120	25	Minimum 5 to Maximum 15	0 (zero)	25
I-P/I-P-2	Any permitted principal	43,560 (1 acre)		200	250	40	20	30

	structure or use							
V-B	Any permitted structure or use	90,000		150	200	50	30	30

**Table 3. Height and Bulk Regulations**

(Amended May 13, 1985) (Amended May 10, 2004) (Amended May 9, 2005)

(Amended May 8, 2006) (Amended June 14, 2010)(Amended May 12, 2014)

(See notes)

District	Maximum Permitted Height (1) (ft.)	Maximum Permitted Height (stories)	Maximum Building Coverage of Lot <sup>(4)</sup> (covered area as percent of total lot area)	Minimum net floor area per unit for multi-family use or residential unit in mixed use (sq. ft.)
R-T	35	2 ½	20	
R-S	35	2 ½	25	
R-V	35	2 ½	35	500
R-V-C	35	2 ½ /3	35 <sup>(3)</sup>	500
C-V	30	2	50	Not Permitted
C-V-2	30/35	2/3	50 <sup>(3)</sup>	500
C-V/ MCEOD	35	2 ½	50	500
I-P/I-P-2	45	3	40	Not permitted
V-B	35	2 ½	50	Not permitted

(Submitted by Planning Board)

2/3 Majority

**ARTICLE 25.** To see if the Town will vote to accept the provisions of M.G.L. Chapter 71 Section 37M and **authorize the consolidation of the facilities maintenance functions of the school committee with those of the town**, provided that such consolidation only occur upon a majority vote of the School Committee. If so accepted by the Town Meeting and School Committee. Or take any other action in relation thereto.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 26.** To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money **for the Unemployment Insurance Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 27.** To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **Other Post-Employment Benefits (OPEB) fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 28.** To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **Stabilization Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

*Simple Majority*

Environmental Protection; may regulate the use of the water and fix and collect just and equitable prices and rates; may cooperate or act jointly with any other city or town in the Commonwealth of Massachusetts in carrying out the powers and duties as herein set forth; and may make reasonable rules and regulations in connection with any of the duties and responsibilities hereinabove set forth.

2. The Board of Water and Sewer Commissioners shall have exclusive charge and control of the installation and maintenance of the sewers, sewage treatment plants and appurtenances located in the Town, and in connection with said responsibilities , shall have all the powers reasonably necessary to effectuate same, and may from time to time adopt reasonable rules and regulations.

The Board of Water and Sewer Commissioners shall have all the powers and duties given to sewer and water commissioners under the Constitution and General Laws of the Commonwealth and such additional powers and duties as may be authorized by the Home Rule Charter, by by-law, or by other vote of the Town Meeting. The Board of Water and Sewer Commissioners shall assign all work and maintenance projects to the Town Administrator or the Town Administrator's designee for performance as its Agent.

And further, amending Article V, number 27, to delete the words, "and shall be authorized to act as Water and Sewer Commissioners" and "water and sewer maintenance."

And further, amending Article V, to delete number 28. Water and Sewer Advisory Committee

(Submitted by Petition)

*Simple Majority*

And, you are hereby directed to serve this Warrant by posting attested copies hereof fourteen days before time of said meeting as directed by the vote of the Town. Hereof fail not and make due return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this 11th day of April in the year two thousand and twenty-two.

**TOWN OF MILLIS  
SELECT BOARD**

\_\_\_\_\_  
Peter C. Jurmain, Chair

\_\_\_\_\_  
Erin T. Underhill, Vice-Chair

\_\_\_\_\_  
Craig W. Schultze, Clerk

**A True Copy, Attest**

\_\_\_\_\_  
**Lisa J. Hardin, Town Clerk**

\_\_\_\_\_  
**Helen R. Kubacki, Constable  
Town of Millis**

22-812

Approve & Sign ATM Warrant

22-813

Approve/Sign Election Warrant

**COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH**

**NORFOLK, SS**

To either of the Constables of the Town of Millis

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the Town who are qualified to vote in the Annual Town Election to vote at

**PRECINCT I, PRECINCT II, AND PRECINCT III  
VETERANS MEMORIAL BUILDING**

on **MONDAY, THE NINTH DAY OF MAY, 2022**, FROM 7:00 A.M. TO

8:00 P.M. for the following purpose:

To cast their votes in the Annual Town Election for the candidates for the following offices:

MODERATOR.....for one year  
SELECT BOARD .....for three years  
SCHOOL COMMITTEE .....for three years  
BOARD OF HEALTH .....for three years  
LIBRARY TRUSTEE ..... for three years  
PLANNING BOARD ..... for five years  
HOUSING AUTHORITY.....for five years  
HOUSING AUTHORITY.....for four years

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this \_\_\_\_\_ day of April, 2022.

SELECT BOARD OF THE TOWN OF MILLIS:

\_\_\_\_\_  
Peter C. Jurmain, Chair

\_\_\_\_\_  
Erin T. Underhill, Vice Chair

\_\_\_\_\_  
Craig W. Schultze, Clerk

A True Copy Attest:

POSTED IN FOUR PUBLIC PLACES

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Helen R. Kubacki, Constable

Dated: \_\_\_\_\_



22-814

Liaison Updates

22-815

Water/Sewer Commitment



THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF MILLIS

WATER / SEWER DEPARTMENT COMMITMENT TO COLLECTOR

To: Jennifer Scannell, Collector of Taxes for the Town of Millis, in the County of Norfolk  
IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby required to levy on and collect from the several persons named in the utility billing list herewith committed to you the amount of the utility charges assessed to each such person on Water and Sewer services to include Capital Assessment charges as set for the below, with interest and miscellaneous charges, the sum total of such list being.

ACCT #	COMMIT #	WATER	FINAL	SEWER	CROSS CONNECT	ON OFF	PAINÉ	TOTAL
35000117	F3439	45.72	47.25	97.20				190.17
400824900	F3440	38.32	47.25	81.88				167.45
3500019	F3441	75.32	47.25	158.48				281.05
400316600	F3442	27.22	47.25	58.90				133.37
320179000	F3443	38.32	47.25					85.57
351000117	F3444	23.52	47.25	51.24				122.01
351000119	F3445	23.52	47.25	51.24				122.01
351000115	F3446	23.52	47.25	51.24				122.01
400807900	F3447	27.22	47.25					74.47
300170800	F3449	45.72	47.25					92.97
201150901	F3450	30.92	47.25					78.17
122238030	F3451	38.32	17.25					85.57
100528200	F3452	23.52	47.25					70.77
351000011	F3453	30.92	47.25	66.56				144.73
35000064	F3454	45.72	47.25	97.20				190.17
301065000	F3455	27.22	47.25	58.90				133.37
35000062	F3457	23.52	47.25	51.24		40.43		162.44
<b>Total Commitment for March 2022</b>					<b>2256.30</b>			

And you are to pay over said charges, fees, and interest to the Treasurer of Millis and also to give the Treasurer an account of all charges, fees, and interest collected by you.

And in the levy and collection of the amounts hereby committed to you, and of interest, charges, and fees as provided by law, you are to have and to exercise all the powers conferred by laws of the Commonwealth upon Collectors.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2021

Town of Millis Water Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_